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OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	Director of Personnel				
2	Room 5E56, Hqs				
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: Sometime could you elaborate orally para 5 of your report for week ending 12 April? 					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.			DATE		
Acting Deputy Director for Support 7D18			19 APR 1968		
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15 APR 1968

MEMORANDUM FOR: Acting Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 12 April 1968

25X1A 1. Office of Personnel Conference: Arrangements have been completed with the [REDACTED] for the Office of Personnel Conference. The conference starts at 1330 Wednesday, 15 May, and concludes at 1715 Thursday, 16 May.

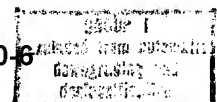
25X9 2. Proposed Staffing Complement for ORD: We have reached agreements with senior officials of the Office of Research and Development concerning the classification of [REDACTED] positions for the proposed Fiscal Year 1968 Staffing Complement. A Staffing Complement Change was issued reflecting position changes. 25X9

25X9 3. On-Duty Strength: On-duty strength as of 10 April 1968 was [REDACTED]. The adjustment for part-timers of 24, Office of Special Activities overage of [REDACTED] and the Interim Assignment Section on-duty strength of 66 adjusts the on-duty ceiling strength [REDACTED] or 140 over the 30 June 1968 goal. 25X9

25X9 4. BALPA: An auxiliary manual record system for BALPA has been established in the Position Inventory. This will provide the capability for ready response to BALPA inquiries. 25X9

25X1A 5. Air Force Affairs: Manning of the Office of Special Activities [REDACTED] operation is gaining impetus. A requisition for [REDACTED] officers and [REDACTED] was submitted to Headquarters, U. S. Air Force the 25X9

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latter part of January; the dates these people are needed in place range from four to five months earlier than the normal requisition lead time. Headquarters, U. S. Air Force has responded well to the requirement; we have received nominees against all [REDACTED] requirements and against [REDACTED] of the [REDACTED] requirements. The various Agency offices involved in processing our detailees have made a real effort to accommodate us in obtaining processing appointments. To date, [REDACTED] people have been here for processing and an additional [REDACTED] are scheduled to be here this week.

6. Suggestion Awards: Chief, Technical Services Division has approved the establishment of a "Century Club" within TSD. Each employee that has had a suggestion or invention award of \$100 or higher will become a member of the club. A total of 46 TSD employees are eligible.

7. Religious Services: At the Good Friday services on 12 April, 210 attended the Protestant service contributing \$78.53, and 343 attended the Catholic service with contributions of \$64.31.

8. FEOLI: At close of business 12 April, a total of [REDACTED] Standard Form 176-T's, Election, Declination, or Waiver of Life Insurance Coverage, had been received and processed. Of these, [REDACTED] were received from the field.

Of the total returns, [REDACTED] employees (15%) elected the optional insurance and [REDACTED] (7.4%) waived all FEOLI coverage.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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8 APR 1968

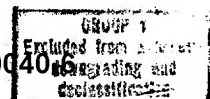
MEMORANDUM FOR: Acting Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 5 April 1968

1. Office of Personnel Coverage - Civil Disturbance: Special Senior Duty Officers were assigned on a 24-hour basis during the past weekend by the Director of Personnel to answer questions and provide advice to Agency employees who had problems incident to the local civil disturbance. This coverage will continue at least through tonight, 8-9 April 1968.

2. Officer Released to Agency: Major [REDACTED] U. S. Army, was released from the COMUS Program and returned to his parent service on 3 April 1968 for medical reasons. He has been found to be fully qualified physically for an active Army assignment in Vietnam by the Surgeon General, U. S. Army and has accordingly been assigned to the 5th Special Forces Group in Vietnam with a reporting date of 11 April 1968.

3. Reserve Affairs: The Department of the Air Force, Headquarters, Air Reserve Personnel Center, Denver, Colorado, has sent letters to Air Force Reserve Majors and Lieutenant Colonels who have completed over twenty years' satisfactory service and are eligible to transfer to the retired Reserves. It is offering them the opportunity to request retirement or resign prior to the convening of a selection board to screen the records and select certain officers for mandatory retirement. Reserve officers receiving these letters are given the opportunity to inform the selection board of their reasons and qualifi-

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ations for not being considered for retirement by the selection board if they desire to remain active in the Ready Reserves. Our Air Force Reservists who have received these letters have been informed to forward their justification to Reserve Branch for endorsement to the selection board. Depending on the individual and his potential utilization as a mobilization designee with the Agency, Mobilization and Military Personnel Division will determine the type of recommendation to be sent to the Department of the Air Force.

4. Field Recruitment: Mr. [REDACTED] who will be assigned as our Field Recruiter [REDACTED] next month, has been detailed to our [REDACTED] Recruitment Office for one week to acquire further field recruiting experience.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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1 APR 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 29 March 1968

1. Applicant Testing: The Chief, Recruitment Division and Dr. [REDACTED]

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[REDACTED] of the Office of Medical Services met with Mr. [REDACTED] of the Office of Logistics to discuss the need for off-campus test sites. Mr. [REDACTED] agreed to get in touch with appropriate General Services Administration officials to explore the possibility of Federal space being made available for applicant testing.

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2. Consultant Renewals: Approximately one-third of the Forms 503 (Justification for Consultant) have been completed and returned to us. Support Services is 100% completed.

3. Military Detailees: Lieutenant Colonel [REDACTED] U. S. Army, military detail to the Office of National Estimates, has been selected to attend the Army War College, Carlisle Barracks, Pennsylvania, with a reporting date of 7 August 1968. The Department of the Army has approved our request to detail Colonel [REDACTED] a former military detailee with ONE, returning from Vietnam in July 1968, as LTC [REDACTED] replacement.

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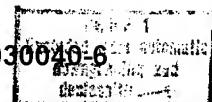
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The Department of the Army has approved our request for extension of the Agency tour of Major [REDACTED] SAVA/DCI, through July 1968.

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On 27 March 1968 a special meeting was held at the Pentagon which was attended by LTC [REDACTED] Mobilization and Military Personnel Division; Mr. [REDACTED] Far East Division, with Captain Bucklew, Office of the Chief Naval Operations. The purpose

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25X1A of this meeting was to discuss a request submitted by FE Division that a
LT [REDACTED] be attached to the Agency for further TDY
to Vietnam for approximately three months, effective 1 April 1968, with a
reporting date to Vietnam of 15 April 1968 for the purpose of assisting in

25X1A [REDACTED] Navy
Bureau of Personnel is handling all the administrative matters pertaining
to this request.

25X1A [REDACTED] U. S. Marine Corps,
who was killed in action in Vietnam, has been recommended by Far East Division
for the Navy Cross. We are working with Headquarters U. S. Marine Corps in
the processing of this recommendation.

5. Qualifications Supplement: Efforts continue to obtain all delin-
quent Forms 444j, "Qualifications Supplement to the Personal History State-
ment." Form 444n, "Qualifications Update," has been received from the
printer and is available in the Building Supply Offices. Office of Person-
nel Memorandum 20-49-4, "Annual Update of the Agency's Qualifications
Inventory," which describes the use of Form 444n has been distributed. The
first list of employees who should complete Form 444n is on hand and will be
distributed to appropriate administrative and personnel officers this week.

6. Cost-of-Living Adjustment: The Civil Service Commission has
announced a 3.9% cost-of-living adjustment effective for employees who
retired on or before 30 April. Word of this new benefit is being passed on
directly to employees who are expected to retire this spring so that they
might decide to accelerate their retirement in time to obtain the 3.9%.

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7. Exercise Room: A new shower is being installed for the Headquarters' Exercise Room. The room will temporarily be closed to female employees.

8. Flight and Accident Policy: A meeting was held this week with the Executive Vice-President, Mutual of Omaha, on changes in the Flight and Accident Policy. We were told that the maximum limit of the basic coverage was to be reduced from \$150,000 to \$100,000. More seriously, however, the underwriter planned to cut back the war-risk coverage from \$50,000 to \$25,000. Apparently, war-risk areas are of concern throughout the insurance industry and it is extremely difficult, if at all possible, to buy insurance to cover war-risk situations. During our conversations, we offered a counter proposal which the Executive Vice-President accepted. This is to limit war-risk coverage to not more than 50% of the basic coverage in force. For example, under the present policy, if the employee wants \$50,000 of war-risk coverage, he has to purchase \$50,000 worth of basic coverage. Under the new plan, in order to purchase \$50,000 worth of war coverage, he will have to purchase \$100,000 of basic coverage. If an employee wants \$25,000 of war-risk coverage, he will have to purchase \$50,000 of basic insurance, and so forth. We were successful, therefore, in keeping the maximum war-risk coverage at \$50,000 although an employee who wishes this level of coverage must purchase \$100,000 of basic. We believe that employees in war-risk zones will understand that even under the new terms, the FAP is a good plan since they probably could not buy this amount of war-risk insurance anywhere else. No increase in premiums is contemplated.

The new policy is effective 1 May 1968. Headquarters [redacted] notices are being prepared and must be released as soon as possible. In the interest

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of protecting employees in the Far East, we are arranging for telepouch advance information to be sent to alert those employees wishing to renew their war-risk coverage.

25X9 9. New Insurance Benefits: As of close of business 27 March, a total of [REDACTED] Standard Form 176-T's, Election, Declination, or Waiver of Life Insurance Coverage, had been received and processed. Of these, [REDACTED] were received from the field. 25X9

25X9 Of the total returned, [REDACTED] employees (13.89%) elected the optional insurance and [REDACTED] (16.98%) waived all FEGLI coverage. 25X9

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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25 MAR 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 22 March 1968

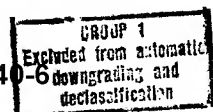
1. Interagency Advisory Group Meeting: Chief, Recruitment Division and the Deputy Chief, Recruitment Division were joined by the Deputy Director of Personnel for Recruitment and Placement at the meeting of the Civil Service Commission, Interagency Advisory Group, Committee on College Relations and Recruitment on 20 March. The purpose of the meeting was to review the findings of the Government-wide survey of college relations and recruiting. A full report of the findings will be published in the near future, and copies will be sent to all participating agencies.

25X1A 2. Testing: On 19 March, Chief, Recruitment Division accompanied [REDACTED] Headquarters in [REDACTED] The purpose of their visit was to discuss contemplated changes in our testing program and to determine whether [REDACTED] would be willing to conduct a new program for us. [REDACTED] assured us that he would be willing to cooperate in any way possible in conducting our testing program both on and off campus. He indicated that a minimum of three weeks lead time would be required in arranging for testing at any sites not previously used. He stated further that it could be expected that off-campus testing would entail increased costs.

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[REDACTED] will take no further action in this matter until requested to do so by the Agency.

3. Cooperative Education: Mr. [REDACTED] was visited by Mr. Robert Price, Coordinator of the Cooperative Education Program at

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Indiana State University. They are planning on starting a program at ISU next year and were interested in whether we would have any requirements compatible with their program. At the moment, we cannot accept their offer as they have no engineering courses or other courses appropriate to our present needs.

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This week Mr. [REDACTED] will visit Purdue University and the University of Illinois for the purpose of recruiting cooperative education students. Representatives of Technical Services Division, Imagery Analysis Service, and National Photographic Interpretation Center will accompany Mr. [REDACTED]

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4. New Insurance Benefits: As of the close of business 22 March, a total of [REDACTED] Standard Form 176-T's, Election, Declination, or Waiver of Life Insurance Coverage, had been received and processed. Of these [REDACTED] were received from employees in the field.

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25X9

Of the total forms returned, [REDACTED] employees (13.0%) have elected the optional insurance and [REDACTED] (7.4%) have waived all FKGHI coverage.

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5. Over 100 Years of Age Annuitants: The Civil Service Commission reports that there are 18 annuitants (no identification whether employee or survivor) over age 100 still receiving annuity checks. One employee who retired for disability in 1920 is still receiving an annuity. His record of annuity payments -- approximately 48 years -- is the longest on record.

6. Briefing of State Department Officer: On 22 March 1968 Mr. John [REDACTED] Chief, Placement Division, briefed Mr. Harris Ball of the Department of State. Mr. Ball is a Foreign Service Officer who is working with a group examining current methods of performance evaluation and promotion as they relate to the Department of State. Mr. Ball was briefed on our fitness report program and our decentralized competitive promotion procedures.

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7. On Duty Strength: On duty strength as of 20 March 1968 was

25X9 [REDACTED] This is
an increase of 455 over the 31 July 1966 on duty strength of [REDACTED] 25X9

25X1A 8. [REDACTED] Officer: Attached is a report of the action taken by
25X1A Major [REDACTED] U. S. Army, while under siege on 31 January 1968.
A message has been sent to the field requesting necessary information be
furnished by eye witnesses so that a recommendation may be submitted to
the Department of the Army for an appropriate award, in this and other
deserving cases.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

Att.

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18 MAR 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 15 March 1968

1. FCDF Test:

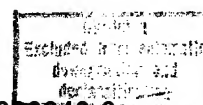
a. In accordance with paragraph 2c of Memorandum for the Record,
Subject: Educational Testing Service--Federal Career Development
Program, Professional Applicants Test Battery, the following action
has been taken by our Recruitment Division:

(1) The cities in which it is considered desirable
to have off-campus sites for administering the FCDF test
to applicants between now and 30 June 1968 have been
identified.

(2) College and university campuses at which it is
believed the new testing program can be carried on after
1 July 1968 have also been identified.

(3) Cities in which we have recruitment offices from
which we are presently recruiting, and in which it appears
desirable to have off-campus testing facilities, have been
tentatively identified.

(4) Preliminary selection of off-campus locations where
it would be desirable to have testing facilities available
to cover applicants from colleges and universities at which
we are not now recruiting on campus has been accomplished.



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b. Chief, Recruitment Division and Dr. [REDACTED] met on 15 March to discuss the various aspects involved in the proposed testing programs. They plan to proceed to [REDACTED] this week to discuss the matter with the [REDACTED]

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2. Clerical Transfers to the Clandestine Services: Agreement was reached with Chief, Clandestine Services Personnel Staff on a schedule of approximately 10 clerical transferees a month for the balance of the Fiscal Year. This schedule resulted from our March year-end Forecast in which we adjusted the loss rate estimate upward to reflect current experience and C/CSPS removed his previous optimistic estimate of JMWAVE and Contract Personnel transfers out of the Clandestine Services.

3. FEGLI Insurance: As of close of business 15 March 1968, a total of [REDACTED] Standard Form 176-T's, Election, Declination, or Waiver of Life Insurance coverage, had been received and processed. Only [REDACTED] of the total were received from the field.

Of the total of all returns, [REDACTED] employees (11.5%) elected the optional insurance and [REDACTED] waived all FEGLI coverage (7.4%).

4. Honor and Merit Awards: We have numerous Honor and Merit Awards coming up in the future. Six ceremonies have been confirmed already and three more are ready to be scheduled. The confirmed ceremonies are on 19 March, two on 29 March, 1 April, 2 April, and 9 April. Also, we hope to schedule ceremonies on 11 April, on 16 April, and on 22 April.

5. Longevity Certificates: The machine runs of those persons eligible to receive longevity certificates in September 1968 have been received. The total number of potential recipients is about one half of last year's. The

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7. Reserve Affairs: Colonel John Blaikie from Defense Intelligence School was the guest speaker on Monday, 11 March 1968, at the Agency Joint Military Reserve Training meeting. He presented a fine lecture on the Defense Attache System.

Headquarters, U. S. Marine Corps has agreed to our proposal to permit Marine Corps Reservists to remain assigned to the Agency-sponsored Marine Reserve Unit while assigned to an overseas location. In the past, Marine Corps Reserve Officers were dropped from the rolls of the unit when they departed for an overseas assignment and had to rely on other headquarters

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for assistance on their Reserve problems. The Navy is the only service now that requires their Reservists to be dropped from the unit while serving overseas, and we plan to approach them on this subject at the appropriate time.

25X1A 8. Cooperative Education: This is a follow-up to last week's report concerning Agency relationships with the new Cooperative Education Coordinator at Virginia Polytechnic Institute. The new coordinator did not understand that we needed his assistance in guiding prospective Electrical Engineers to our program. Mr. [REDACTED] of the Office of Communications interviewed five possible candidates for the program. The new coordinator at VPI is Warren Cline. He is a retired Navy officer and has a very favorable attitude towards the Agency.

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STATOTHR 9. Testifying in Court: On 13 March 1968 a member of the Special Activities Staff, at the request of the Office of Security, appeared as a witness in the criminal case being tried in the Fairfax County Court. This was the case involving [REDACTED] an individual who entered the Headquarters' grounds and was given a ride off the grounds by one of our employees. [REDACTED] being tried for armed robbery, had stated that he was a part-time employee of the Agency, and the Commonwealth's Attorney wanted someone to testify to the effect that this was not the case. We are not aware of the outcome of the trial at this time.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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